

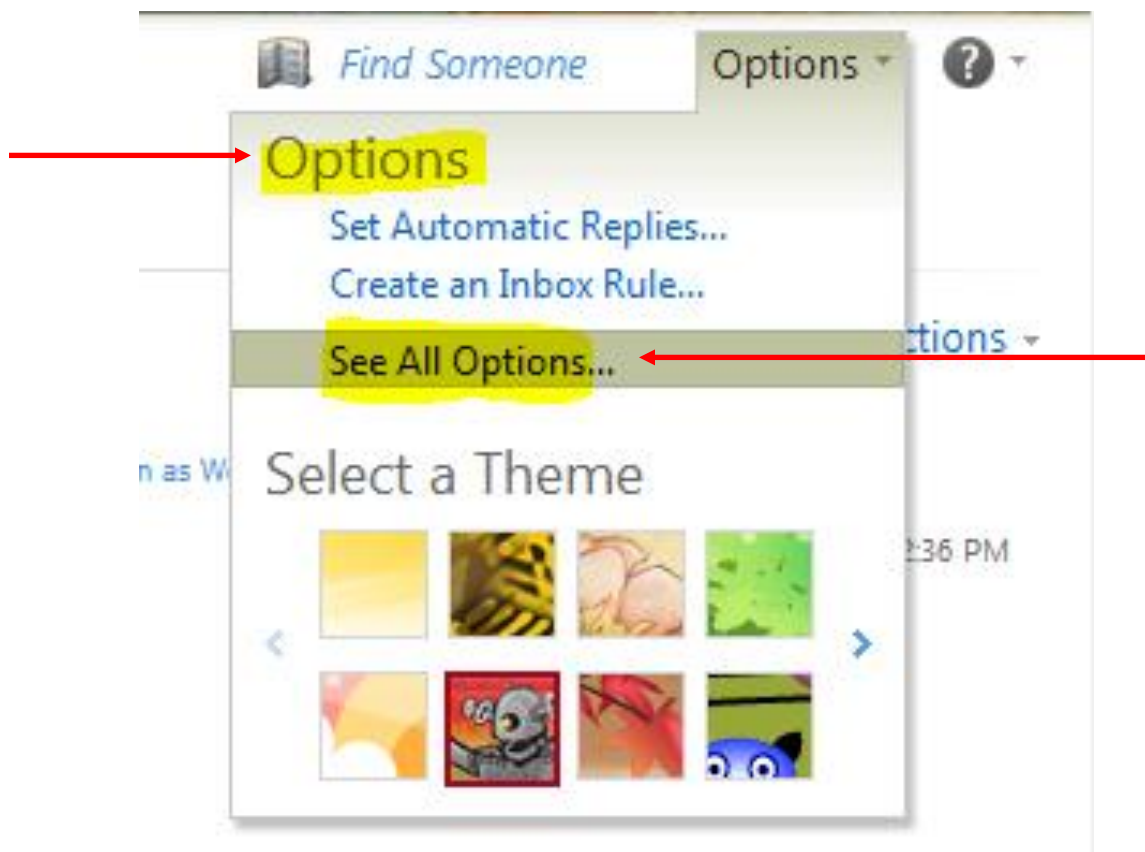


Enterprise Email  
Post-Migration Step 1B  
Find Your New Email Address



The Enterprise Email standard naming convention is **first.mi.last.xxx@mail.mil** where the xxx identifies persona extension (civ ,ctr or mil). With the exception of military personnel all email address should following this convention. However this will not prevent a migrated account holder from accessing Enterprise Email.

1. Click on **Options** and then click on **See All Options** located in the upper right corner of the OWA display.

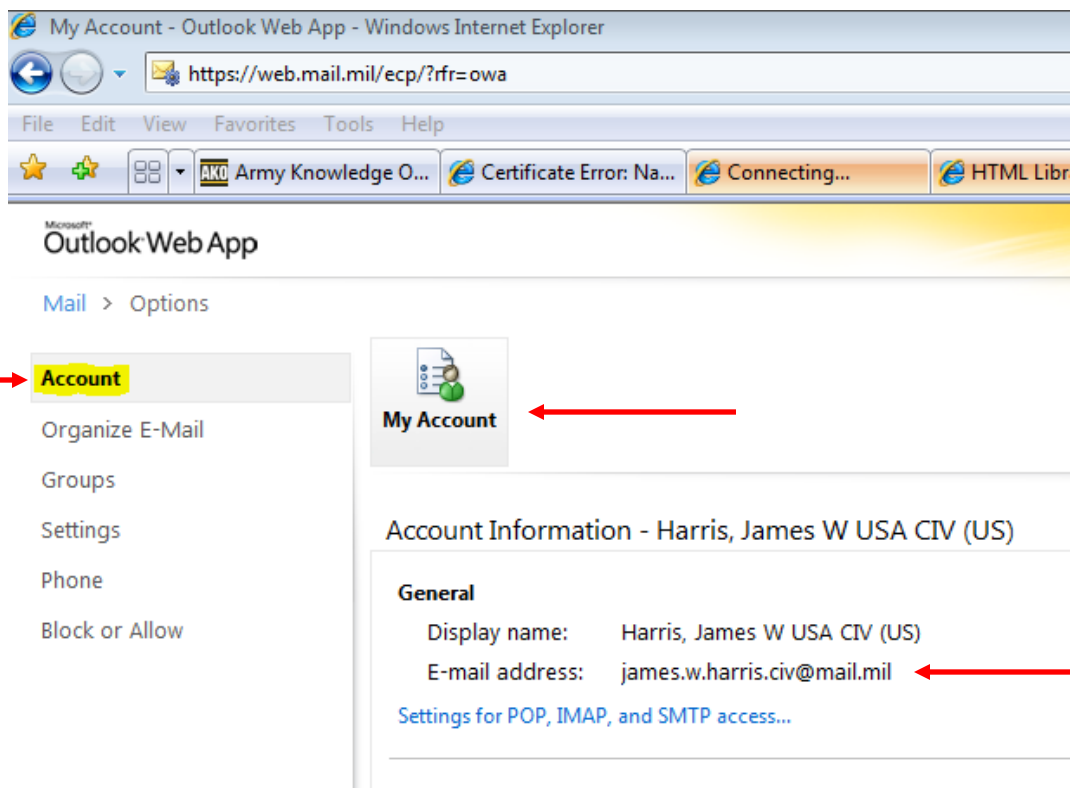




## Enterprise Email Post-Migration Step 1B Find Your New Email Address



2. Click on **Account**. **My Account** displays user account information. Here you will see your new Enterprise email address. It is recommended that you write this email address down as you will need it to create your new Outlook profile.



3. This completes Step 1B.
4. Log out.